



# Fire Safety Risk Assessment Policy 2026/28

Effective Date: 1st September 2026

Last Reviewed: June 2026

Reviewed By: The Open Door Academy Team

Next Review Date: July 2028

Version: 2

# Fire safety risk assessment Policy 2025/26



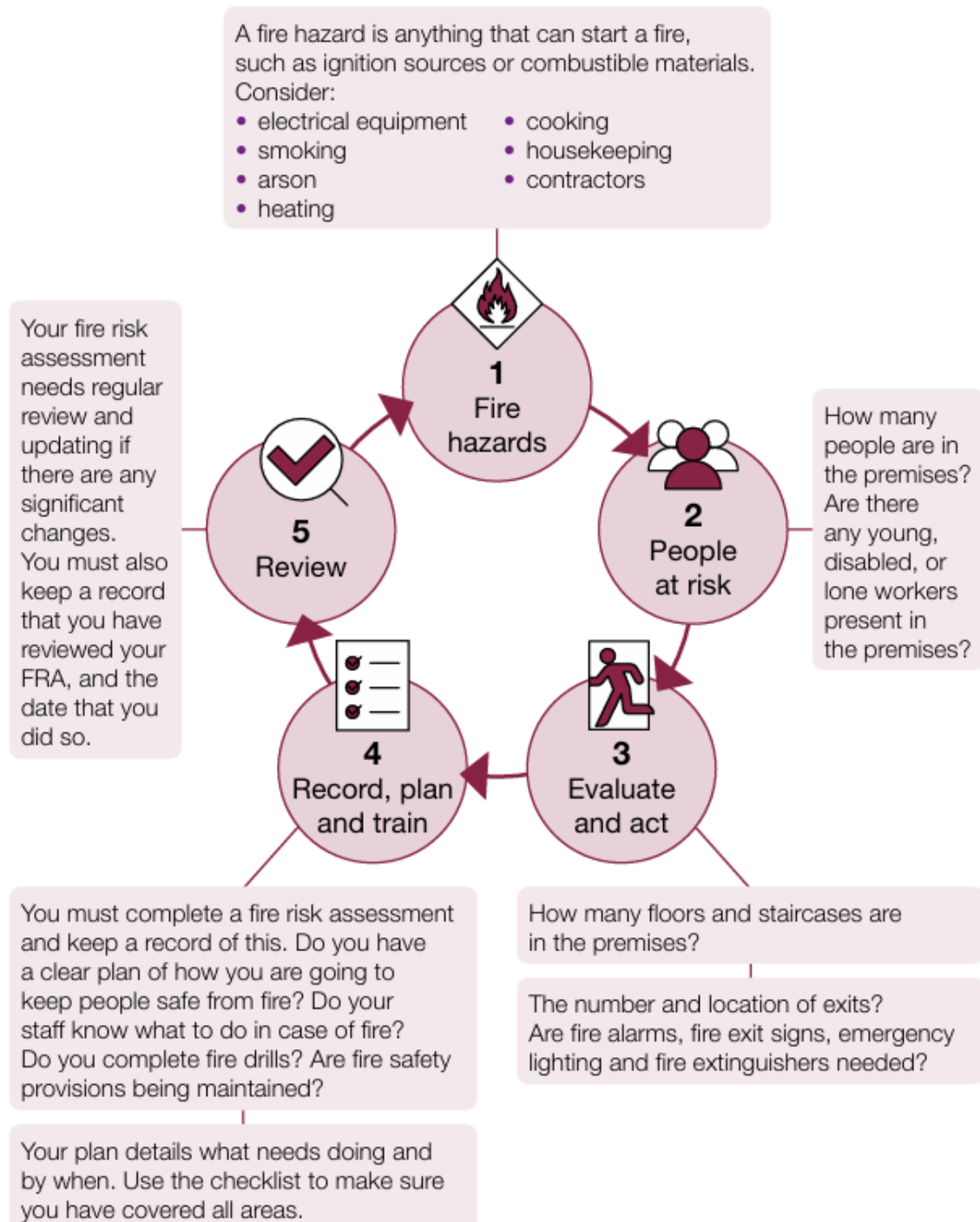
## Contents

|                                      |   |
|--------------------------------------|---|
| Fire safety risk assessment .....    | 3 |
| 1 Fire hazards .....                 | 4 |
| 2 People at risk .....               | 4 |
| 3 Evaluate and act .....             | 4 |
| 4 Record, plan and train .....       | 4 |
| 5 Review .....                       | 4 |
| Fire risk assessment checklist ..... | 6 |

# Fire safety risk assessment Policy 2025/26

## Fire safety risk assessment

Follow the 5 key steps below and fill in the checklist. The risk assessment process involves an inspection of the premises to identify potential fire hazards, to ensure adequate measures to stop fire starting and that adequate fire protection measures are in place to protect everyone in the building.



## 1 Fire hazards

- Have you found anything that could start a fire?
- Have you found anything that could burn?
- How could a fire start?
- Think about heaters, lighting, electrical equipment and hot works
- Have you considered smoking and the use of matches?
- Hot processes, welding and grinding should also be taken into account

## 2 People at risk

- Everyone is potentially at risk from fire
- Think about night staff or people not familiar with the premises, such as visitors or customers
- Children, the elderly or disabled people are especially vulnerable 4 Record, plan and train
- Who could be at risk?
- Who could be especially at risk?

## 3 Evaluate and act

- Have you assessed the risks in the workplace?
- Do you have enough escape routes?
- Have you planned escape routes?
- Have you made sure people will be able to safely find their way out, even at night?
- Is a fire alarm system needed?
- Are signs, such as fire exit signs, needed?
- Is emergency lighting required?
- Are fire extinguishers needed and, if so, where should they be located?
- Have you kept sources of ignition away from fuel sources?
- Have you made sure that everyone is safe in case of fire?
- Do you have a fire safety plan?
- Who will call the fire and rescue service?
- Could you put out a small fire and stop it spreading?

## 4 Record, plan and train

- Have you planned what everyone will do if there is a fire?
- Do all your staff know the plan?
- Have staff had up-to-date training and completed a fire drill?
- Have you included temporary staff?
- Are you maintaining everything that is provided or required to keep people safe from fire?
- Formulate your action plan to reduce the fire hazards. The plan is an inventory of actions, normally prioritised and time constrained to devise, maintain or improve controls. Remember, where appropriate, this can be eliminating or controlling hazards (e.g. better separation of combustible materials from ignition sources)

## 5 Review

- Keep your assessment under regular review. Remember to update it as risks or hazards change. If you make any significant changes, you should review your risk

## Fire safety risk assessment Policy 2025/26



assessment. Have you made any changes to the building since the last assessment?

- Have you had a fire or a near miss?
- Have stock levels changed significantly?
- Have you started to store chemicals or dangerous substances?

# Fire safety risk assessment Policy 2025/26



## Fire risk assessment checklist

You must keep a copy of this completed fire risk assessment for your records

|                                                                                                                           |                                                 |                                     |    |                          |     |                                     |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------|----|--------------------------|-----|-------------------------------------|
| Responsible person (employer or person having control of premises):                                                       | Jo Carter (Head of Academy & Fire Warden)       |                                     |    |                          |     |                                     |
| Address of premises:                                                                                                      | 69 Station Road<br>Flitwick<br>Beds<br>MK43 1JU |                                     |    |                          |     |                                     |
| Assessor:                                                                                                                 | David Washington                                |                                     |    |                          |     |                                     |
| Date of assessment:                                                                                                       | 01/10/2025                                      |                                     |    |                          |     |                                     |
| Number of floors:                                                                                                         | 1                                               |                                     |    |                          |     |                                     |
| Maximum number of employees/visitors:                                                                                     | 3                                               |                                     |    |                          |     |                                     |
| <b>Electrical installations and equipment</b>                                                                             |                                                 |                                     |    |                          |     |                                     |
| Are fixed installations periodically inspected and tested every five years?                                               | Yes                                             | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/>            |
| Are electrical equipment and appliances periodically inspected and tested?                                                | Yes                                             | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/>            |
| Is the use of trailing leads and adaptors avoided where possible?                                                         | Yes                                             | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/>            |
| <b>Smoking</b>                                                                                                            |                                                 |                                     |    |                          |     |                                     |
| Are adequate measures in place to stop people from smoking on the premises?                                               | Yes                                             | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/>            |
| Are 'No smoking' signs provided?                                                                                          | Yes                                             | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/>            |
| Are suitable arrangements in place for those who wish to smoke outside the premises?                                      | Yes                                             | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/>            |
| <b>Arson</b>                                                                                                              |                                                 |                                     |    |                          |     |                                     |
| Are the premises adequately secured to prevent unauthorised access?                                                       | Yes                                             | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/>            |
| Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms? | Yes                                             | <input type="checkbox"/>            | No | <input type="checkbox"/> | n/a | <input checked="" type="checkbox"/> |

# Fire safety risk assessment Policy 2025/26



| Heating systems and portable heaters                                                                                    |     |                                     |    |                                     |     |                                     |
|-------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------|----|-------------------------------------|-----|-------------------------------------|
| Are fixed heating systems subject to periodic maintenance?                                                              | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            | n/a | <input type="checkbox"/>            |
| Are portable heaters subject to periodic inspection and used safely?                                                    | Yes | <input type="checkbox"/>            | No | <input type="checkbox"/>            | n/a | <input checked="" type="checkbox"/> |
| Cooking                                                                                                                 |     |                                     |    |                                     |     |                                     |
| Are adequate measures taken to prevent fires from cooking?                                                              | Yes | <input type="checkbox"/>            | No | <input type="checkbox"/>            | n/a | <input checked="" type="checkbox"/> |
| Are filters and ductwork subject to regular cleaning?                                                                   | Yes | <input type="checkbox"/>            | No | <input type="checkbox"/>            | n/a | <input checked="" type="checkbox"/> |
| Housekeeping                                                                                                            |     |                                     |    |                                     |     |                                     |
| Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?                  | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            | n/a | <input type="checkbox"/>            |
| Are combustible materials kept separate from ignition and heat sources?                                                 | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            | n/a | <input type="checkbox"/>            |
| Is it ensured that all contractors who undertake work on the premises are competent and qualified?                      | Yes | <input type="checkbox"/>            | No | <input type="checkbox"/>            | n/a | <input checked="" type="checkbox"/> |
| Dangerous substances                                                                                                    |     |                                     |    |                                     |     |                                     |
| Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            | n/a | <input type="checkbox"/>            |
| Other significant fire hazards                                                                                          |     |                                     |    |                                     |     |                                     |
| Are there any other significant fire hazards in the premises?                                                           | Yes | <input type="checkbox"/>            | No | <input checked="" type="checkbox"/> | n/a | <input type="checkbox"/>            |

If the answer to the above questions is yes, please list each hazard and any control measures to reduce the likelihood of fire in the box below. If the answer to any question is no, include suitable action within the Action Plan.

# Fire safety risk assessment Policy 2025/26



| Means of escape                                                                                                                |     |                                     |    |                          |     |                                     |
|--------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------|----|--------------------------|-----|-------------------------------------|
| Are all escape routes kept clear of obstructions to enable people to escape safely?                                            | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/>            |
| Are all fire exits easily and immediately openable                                                                             | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/>            |
| Are distances of travel considered reasonable?                                                                                 | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/>            |
| Are suitable precautions in place for all inner rooms?                                                                         | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/>            |
| Is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors?              | Yes | <input type="checkbox"/>            | No | <input type="checkbox"/> | n/a | <input checked="" type="checkbox"/> |
| Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/>            |

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the Action Plan.

| Means of giving warning in case of fire                                                         |     |                                     |    |                          |     |                          |
|-------------------------------------------------------------------------------------------------|-----|-------------------------------------|----|--------------------------|-----|--------------------------|
| Is there a suitable electrical fire alarm system?                                               | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |
| Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

# Fire safety risk assessment Policy 2025/26



## Manual fire extinguishers

|                                                      |     |                                     |    |                          |     |                          |
|------------------------------------------------------|-----|-------------------------------------|----|--------------------------|-----|--------------------------|
| Is there reasonable provision of fire extinguishers? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |
|------------------------------------------------------|-----|-------------------------------------|----|--------------------------|-----|--------------------------|

## Emergency escape lighting

|                                                                                                                             |     |                                     |    |                          |     |                          |
|-----------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------|----|--------------------------|-----|--------------------------|
| Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |
|-----------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------|----|--------------------------|-----|--------------------------|

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

## Fire safety signs and notices

|                                                                                                                           |     |                                     |    |                          |     |                          |
|---------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------|----|--------------------------|-----|--------------------------|
| Is there a reasonable standard of fire exit signage and fire safety signs?                                                | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |
| Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

# Fire safety risk assessment Policy 2025/26



| Management of fire safety                                                                                                          |     |                                     |    |                          |     |                          |
|------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------|----|--------------------------|-----|--------------------------|
| Has someone been appointed to manage fire safety?                                                                                  | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |
| Are procedures in the event of fire appropriate and properly documented?                                                           | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |
| Are all employees given regular instruction and training on the action to take in the event of a fire?                             | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |
| Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles?          | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |
| Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?                           | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |
| Are monthly and annual testing routines in place for the emergency escape lighting?                                                | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |
| Are weekly testing and periodic maintenance and servicing routines in place for the fire alarm system and any automatic detectors? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |
| Are fire extinguishers subject to annual maintenance?                                                                              | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |
| Are records of testing and maintenance maintained?                                                                                 | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | n/a | <input type="checkbox"/> |

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

# Fire safety risk assessment Policy 2025/26



## Action plan

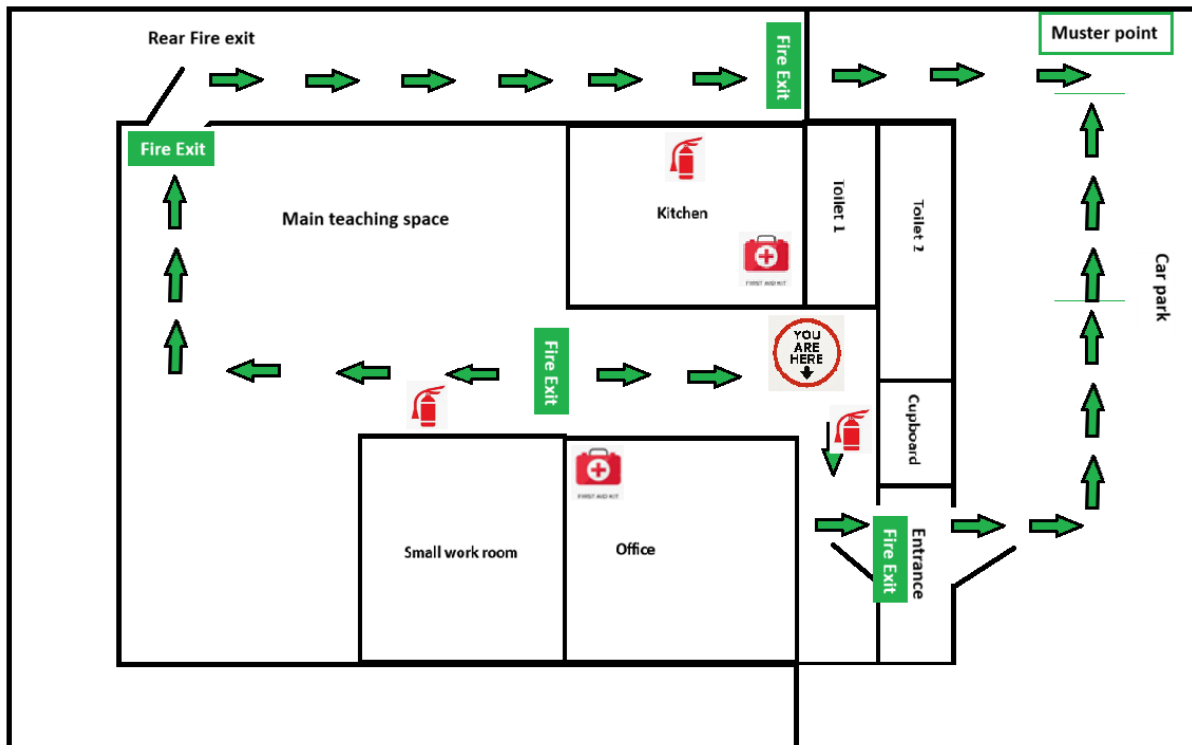
If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

| Item | Deficiency | Proposed action | Timescale | Person responsible |
|------|------------|-----------------|-----------|--------------------|
| 1    |            |                 |           |                    |
| 2    |            |                 |           |                    |
| 3    |            |                 |           |                    |
| 4    |            |                 |           |                    |
| 5    |            |                 |           |                    |
| 6    |            |                 |           |                    |
| 7    |            |                 |           |                    |
| 8    |            |                 |           |                    |
| 9    |            |                 |           |                    |
| 10   |            |                 |           |                    |

## Fire Evacuation Plan

1. Fire exits are clearly marked and are easy to access.
2. In the event of a fire, Jo Carter or a named adult will ask everyone to leave by the nearest fire exit.
3. Everyone will be directed to congregate at the fire assembly point (just past Flitwick carpets).
4. Jo or an adult named will collect the visitor book if necessary.
5. Separate 'Personal emergency evacuation plans (PEEPS)' are in place for staff and known visitors with additional needs.
6. 999 will be called and fire service attendance will be requested.
7. If safe to do so, electrical mains and gas supplies will be switched off before leaving the building

## Fire assembly point – Muster point see below



## Fighting Fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use.
- Where it is deemed safe to do so.

Personal safety always takes priority.